

Dear Administrators, Counselors, and Business Managers,

First, I would like to share my appreciation for your efforts to collect and submit data for your students involved in Advanced Opportunities. This fall was a challenge and many improvements are planned based on what we learned. The legislature made some changes to the Advanced Opportunities programs through Senate Bill 1050 (<http://www.legislature.idaho.gov/legislation/2015/S1050.htm>), these changes will be reviewed in detail via a webinar and documentation later this spring.

As many of you may know, the State Department of Education is currently in the process of developing a new web-based application to streamline recording keeping for Advanced Opportunities to be released this summer. In the meantime, we are asking for your cooperation in collecting accurate information for spring and summer of 2015, while we make strides to better the program data collection process.

Attached, you will find an Excel template built to collect information needed for spring and summer 2015 payouts. This affects records for 8 in 6, Dual Credit for Early Completers, and Fast Forward for spring of 2015. The sheets include built-in formulas that will calculate amounts. To ensure quick reimbursement for Spring 2015 activity, the template must be uploaded to an SFTP site **May 15, 2015**. To request reimbursement for Summer 2015 activity, please submit the information by **August 15th**. Spreadsheets **may not** be sent to the SDE via email, as this is a violation of FERPA.

The video link below is a tutorial that explains how to properly put information into the spread sheet:
<http://youtu.be/n1hcfcKVVW8>

When you begin to insert your district's data, please remember to delete the information for the example student, so that it is not calculated in your totals.

For further questions and guidance on using this spread sheet, please feel free to contact your Advanced Opportunities Team for support.

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Thank you,

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